

Assistant Director of Prospect Research
University at Buffalo, The State University of New York

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Posted Jan. 12, 2024, set to expire Aug. 4, 2024

Job Title	Assistant Director of Prospect Research
Department	University Advancement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement
Job Website	https://www.ubjobs.buffalo.edu/postings/47518
Apply By Email	
Job Description	

Position Summary

University Advancement has a vacancy for an Assistant Director of Prospect Research. Under the direction of the Senior Director of Prospect Research and Management, the Assistant Director is responsible for managing and supporting the prospecting and research program for individuals, corporations, and foundations. In addition, the Assistant Director:

- Will work closely with research colleagues and fundraising professionals in implementing a major and planned gifts prospect identification and qualification program.
- Should be highly skilled at generating qualitative and quantitative data and trend analysis in support of the development and success of fundraising programs.

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- Be responsible for supporting and coordinating the use of the university's prospect and donor records, to create analytical research profiles on prospects, to provide analysis of the gift capabilities of those within the donor database and to act as a resource for Advancement.
- Supervise two research analysts.

Division of University Advancement

Building stronger connections with UB's 280,000+ alumni and donors worldwide is critical to the university's goal: to situate UB among the nation's top 25 public research universities. UB alumni and friends are grateful and generous, supporting the largest, most ambitious fundraising campaign the university has ever launched. Through *Boldly Buffalo: The Campaign for UB*, we seek to raise \$1 billion. We invite you to join our University Advancement team and be part of our historic efforts.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree.
- Minimum of 2 years relevant professional experience in a fundraising setting.
- Experience with Tableau, dashboard creation, and data visualization techniques.

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- Must be able to clearly and convincingly convey information orally and in writing.
- Experience or training in supervision and management.
- Excellent analytical and problem-solving skills.
- Experience managing deadline-driven multiple and diverse tasks.
- Ability to handle confidential information with tact and discretion and adhere to ethical and confidentiality guidelines of both the university and the Association of Professional Researchers for Advancement (APRA).

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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